## Title I, Part A 2019-2020 Parent and Family Engagement Plan

## Franklin Park Elementary School

##  I, Michelle Freeman, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## Assurances

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1116
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1116)];
* If the plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1116)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified [Section 1116)
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1116)].

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1116)].

**Response:** Franklin Park Elementary will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. We will frequently update our school website, office television presentation, and marquee in front of the school for reminder dates of school events. Parents will be asked to join the SAC during our Annual Title 1 meeting, through the school newsletter, school website, and School Messenger phone calls. We will hold monthly SAC/PTO meetings to involve parents and provide opportunities for their input to be given. The procedures for selecting this group will include the input of parents, staff members and the SAC committee. Input from parents will be collected from a variety of sources including workshop evaluations, surveys, open discussions, and document reviews. Formats will be in different languages and simple terms that parents can easily understand. Information gathered from this data will be used to create a plan. The plan will be created and reviewed during SAC/Title I quarterly meetings. During a scheduled SAC meeting, parents will be asked for their ideas about how the 1% set aside for Parent Involvement will be used, and a joint decision will be made. In order to provide additional support for parental involvement, flexible meeting times will be available throughout the year. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, sign-in sheets and workshop comments will be maintained in the Title I Toolkit.

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**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116].

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| **count** | **Program** |
| 1 | Head Start Preschool program | Pre-K teachers have 2 home conferences and 2 school conferences. In addition, the parents are included with all the Franklin Park activities.  |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title 1 Annual Meeting | Administration, teachers, social worker, and support personnel | August | - The Annual Title 1 Meeting will be advertised - Agendas and minutes from the meeting with discussion of the Compact, Parent and Family Engagement Plan, and expenditure of Parent Involvement funds- Sign in sheets from meeting- PowerPoint presentation (school specific) |

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| **Flexible Parent Meetings**Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1116)].  |

**Response:** The staff at Franklin Park Elementary will provide flexible dates and times for meetings and workshops when possible. Teachers will be available before school (7:15-7:50 am), during school (times vary due to planning time schedules) and after school (2:45-3:10 pm) to meet with parents for conferences. If there is a need for a home visit, we will make a request for our school social worker to go out and visit the home. We will conduct a conduct surveys of parents to determine the dates, times, and subject matter for parental programs. We will hold parent informational meetings throughout the year at various times (varying: mornings and evenings). We will have an open forum with parents regarding any concerns they may have. In addition, a Spanish translator will be available during all parent and family engagement opportuntiies including parent workshop trainings, SAC meetings, and student led-conferences.

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1116)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House/Curriculum Night | Staff members and Administration | Provide curriculum information to parents on expectations and how parents can help their children |  August | Flyers, Agendas, Handouts, Parent surveys and comment/suggestions cards, Sign-in sheets |
| 2 | Volunteer/Business Partner Orientation  | Volunteer Coordinator/Social Worker | Provide information on procedures and opportunities to volunteer in the classrooms and school events.  | August-September | Flyer, Agenda, Handouts, Sign-In sheets, Volunteer Surveys |
| 3 | Title I Annual Meeting | Administration, Leadership Team, Teachers, Staff, Social Worker, Tech Specialist | Provide information to parents about the Title I program, expectations, and how they can support their child’s education through a home-school partnership. |  August | Flyers, Agenda, Handouts, Sign in sheets, Workshop comment forms, PowerPoint |
| 4 | Reading Night | Staff members and Administration | Teachers provide reading content information and strategies to parents on expectations and how parents can help their children with reading content at home. | September | Flyers, Agendas, Handouts, Sign-in sheets, Evaluations |
| 5 | Donuts with Dads | Staff members and Administration | Provides opportunities for parents to learn effective ways to communicate with their children | November | Flyers, Agendas, Handouts, Sign-in sheets, Evaluations |
| 6 | Math Night  | Staff members and Administration | Teachers provide math content information and strategies to parents on expectations and how parents can help their children with mathematics content at home. | January | Flyers, Agendas, Handouts, Sign-in sheets, Evaluations |
| 7 | Writing Night | Staff members and Administration | Provide specific subject area information to parents on expectations and how parents can help their children | February | Flyers, Agendas, Handouts, Sign-in sheets, Evaluations |
| 8 | Florida Standards Assessment Night | Teachers and Coaches | Provide FSA information to parents on expectations and how parents can help their children | March | Flyers, Agendas, Handouts, Sign-in sheets, Evaluations |
| 9 | Art Night | Staff members and Administration | Teachers provide art content information and strategies to parents on expectations and how parents can help their children with art content at home. | April | Flyers, Agendas, Handouts, Sign-in sheets, Evaluations |
| 10 | Science Night | Staff members and Administration | Teachers provide science content information and strategies to parents on expectations and how parents can help their children with science content at home. | May | Flyers, Agendas, Handouts, Sign-in sheets, Evaluations |
| 11 | College and Career Week  | Administration, Teacher, Guidance Counselor and staff | Increase efforts to expose elementary school children to college and career information.  | May  | Flyers, career day volunteer form,  |
| 12 | Student Academic Achievement Awards | Administration and Teacher  | Provide parents with opportunity to see the progression of student academic performance with awards.  | Quarterly  | Flyers, sign-in sheets, School Messenger communication |
| 13 | SAC Meetings | Administration and Teachers | Provide parents with the opportunity to participate in school decision making for increased student achievement | Monthly | Flyers, agendas, handouts, Parent Surveys and comment/suggestions cards, Sign-in sheets |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | School Messenger Training | Administration/ Information Technology | Increased communication with parents regarding student achievement. | Annually  | School Messenger Call Log |
| 2 | Castle/FOCUS Training | Administration/ Information Technology | Increased communication with parents regarding student achievement. | Annually | In-service Report |
| 3 | Newsletter – Parent Involvement research articles to faculty and staff | School Administration/ Social Worker  | Provide teachers and staff with research based articles related to promoting home-school connections. | Quarterly | Newsletters |
| 4 | Barriers Training | School Administration and Social Worker | Provide teachers the opportunity to reflect on barriers to parent involvement and discuss solution to barriers. | August | Teacher sign-in sheet, list of barriers and solutions |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1116)].

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| **Response:** Teacher websites - Classroom teachers/Tech Specialist - August-MayOpen communication between the parents and teachers as demonstrated through parent-teacher conferences, parent phone calls, student-led conferences.Parents will be invited to volunteer at the school, and documentation of volunteer hours will be maintained in the Toolkit. Open communication between school social worker and parents. Social worker will connect parents to resources and opportunities to more fully support their child’s success (e.g. mental health resources, financial resources, housing resources, etc…).  |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section
* If the schoolwide program plan is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1116].

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|  **Response:** Franklin Park Elementary will communicate with parents through School Messenger, school newsletters, phone calls, home visits, flyers, letters, Annual Title 1 meeting, curriculum nights and SAC meetings. If parents are not satisfied with the school’s Title 1 program, concerns will be submitted to the District Title 1 office. |

At the Open House and also at the Annual Title I meeting in August, parents will be given information about the Title I programs, the curriculum, types of assessments, and student expectations. Parents will learn about school-wide programs and how to become actively involved in the education of their children.

Franklin Park will have a schedule posted on the school's website to allow parents an opportunity to come and receive assistance from the Social Worker with school and/or social services forms. In addition, we will ensure that all school information will be available to the parents, either on the school's website or on campus, and provide the information in specific language to accommodate the parents.

All sign-in sheets, agendas, and other documentation will be maintained in the Title I Toolkit. Parents who have questions or concerns about the plan will be directed to the District Title I office.

In addition, student led conferences will be held annually to open lines of communication about academic curriculum, assessment measures and benchmarks, as well as student progress and proficiency levels.

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116)].

**Response:**

Translators will be provided for school wide events and conferences (as needed).

Communication sent home to families will be in English, Spanish, and Creole if possible.

Monthly activities and events will be advertised with flyers, on the school’s marquee, on the website, posted on social media, in newsletters.

Teachers make phone calls to the home to update parents on student's progress in the classroom.

Parents will be encouraged to bring children to events.

Business partners will donate food for some events to provide dinner for families.

We will make every effort to provide full opportunities for parents with disabilities and those with special needs.

When new students enter school throughout the year, parents and students are provided with a packet of information explaining all school policies and procedures which includes the Right to Know Letter as well as information stating that we are a Title I school (Title 1 brochure).

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**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

\_x\_Not Applicable

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2019-2020 school year

Include:

Signed Parent and Family Engagement Plan

Flyer advertising the meeting

SAC Agenda

Sac Meeting Minutes

Sac Sign In Sheets

Workshop comment form

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**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].

Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2019-2020 school year

Include:

A compact for each grade level

Write the grade level on each example

White out the students name and signature

Make sure you have all other signatures before uploading to the Title 1 crate

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**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116)].

Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2019-2020 school year

Include:

Flyer

SAC Agenda

Sac Meeting Minutes

Sac Sign In Sheets

Workshop comment form

## In this section you are reviewing the 2018-2019 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116)]. Include participation data on the Title I annual meeting.

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| Count | Content and Type of Activity | Number of Activities | Number of Participants  | Anticipated impact On Student Achievement |
| 1 | Title 1 Annual meeting | 1 | 7 | Provide information to parents on Title I programs, expectations and how parents can help their children |
|  | Open House | 1 | 250 | Provide parents with information, expectations and suggestions for a successful school year. |
| 2 | Curriculum Night: Reading | 1 | 44 | Provide reading standards information to parents on expectations and how parents can help their children |
| 3 | Curriculum Night: Math | 1 | 34 | Provide math standards information to parents on expectations and how parents can help their children  |
| 4 | Curriculum Night/Science Fair Showcase: Science  | 1 | 05/09/19 | Provide information to parents on standards addressed in the completion of individual/group science fair projects. Provide hands-on science related experiences  |
| 5 | K-5 Student Academic Achievement Awards | 3 | 59 | Provide parents with opportunity to see the progression of student academic performance with awards. |
| 6 | Volunteer/Business Partner Orientation | 1 | 8 | Flyer, Agenda, Handouts, Sign-In sheets, Volunteer Surveys, Agendas |
| 7 | Career Day  | 1 | 05/15/19 | Provide an opportunity for students to engage with community members from respective professions.  |
| 8 | SAC Meetings  | 3 | 16 | Provides parents opportunity to participate in school decision making for increased student achievement. |
| 9 | Donuts with Dads | 1 | 126 | To facilitate lasting relationships between parents, students, and our school to promote all around success. To provide parents and students with tools to build and foster positive relationships. |
|  |  | Total14 | Total544 |  |

**Please submit total number of Parent Involvement activities and total number of parent involvement participants to Annette Tartaglia by May 8,2019**.

## In this section you are reviewing the 2018-2019 staff training activities. You will need to put in the number of times you offered the events and how many participated

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116)].

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| **Count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | School Messenger/Share Point | 1 | 45 | Improve ability of staff to work effectively to communicate with parents |
| 2 | Parent Involvement Newsletter | 1 | 45 | Parent Involvement research articles to faculty and staff |
| 3 | Parent Communication Logs  | 1 | 45 | Behavioral and academic goals are discussed with families to increase student achievement |
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**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parent Schedule/Work Time  | Flexibility in times events are planned. |
| 2 | Transportation  | Provide Transportation with Title I Van. |
| 3 | Lack of contact - working numbers/contact information  | Update numbers quarterly and with sign in sheets for each event |
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**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |